

<b>Standard Operation Procedures</b>	SOP_002
<b>Effective Date:</b> 03/02/2023	<b>Public</b>

# *Selection and appointment of members of the Scientific Committee and Scientific Panels*

<b>Special Requirements</b>	This procedure is a controlled document maintained by Quality Management. It may not be deleted without comparable controls. Please note that this document becomes uncontrolled once printed. Make sure by always referring only to the <a href="#">Repository</a> that you have the right version in use. Deviations from the provision of this document need to be recorded in the <a href="#">Exception Request Workflow</a> . The procedure should be updated when there are changes in EFSA with respect to what is stated in the document (e.g. Relevant Standards, legislation, and documents, change in procedure, etc.). The person responsible for maintaining this procedure up to date is the Lead author with the support of the QM.
<b>Process Responsibility</b>	Process owners are accountable this procedure being adhered to within their respective or unit. All relevant staff is responsible for the correct implementation of the procedure. Responsibilities for performing specific steps are outlined in the document.



## SCOPE AND OBJECTIVES

This SOP describes the process for the selection and appointment of members of the Scientific Committee and Scientific Panel(s). Process: Talent pools 11.1

## RELEVANT STANDARDS, LEGISLATION AND DOCUMENTS

- Regulation (EC) No 178/2002 as last amended by Regulation (EU) No 2019/1381
- Implementing Rule of the Management Board of the European Food Safety Authority laying down the rules on the selection, appointment and operations of the Scientific Committee, Scientific Panels and of their Working Groups
- EFSA's Policy on Independence and its implementing rules

## ABBREVIATIONS AND DEFINITION

COM	Communication Unit
DoI	Declaration of Interest
ED	Executive Director
EDPS	European Data Protection Supervisor
EE	External Evaluators
EFSA	European Food Safety Authority
EMC	Experts Management Committee
ENREL	Engagement & External Relations Unit
EU	European Union
FIN	Finance Services Unit
HoD	Head of Department
HUCAP	Human Capital Services Unit
LA	Legal Affairs Services Unit
MB	Management Board
MS	Member States
MT	Management Team
PCP	Panel Coordinators Platform
SOP	Standard Operating Procedure
SC	Scientific Committee
SP	Scientific Panel
SMU	Subject Matter Unit

## PROCEDURE

	Previous SOPs in the process: n/a
<b>Step 1</b>	1.0 Call for expressions of interest for memberships of the SP/SC
1.1 HUCAP	1.1 Before the end of the terms of office of members of the SP/SC or at any time the reserve list needs to be expanded with additional expertise, HUCAP starts the preparatory activities in view of the publication of a call for expressions of interest (hereinafter 'the call'), defining the plan and timelines of the selection procedure.
1.2 HUCAP, SMUs	
1.3 HUCAP, SMUs, COM	



<p>1.4 ED</p> <p>1.5 HUCAP, FIN</p> <p>1.6 HUCAP, ENREL</p> <p>1.7 HUCAP</p> <p>1.8 COM, HUCAP, SMUs, MS</p> <p>1.9 ED</p>	<p>1.2 HUCAP and SMUs define the requirements of the call and the assessment methodology. The views of the SMUs may be represented by internal bodies/committees providing input/advice such as PCP, EMC (Annex 1), as relevant.</p> <p>1.3 Based on these requirements and assessment methodology, the following outputs are prepared:</p> <ul style="list-style-type: none"> <li>• Call for expressions of interests, prepared by HUCAP with input from SMUs.</li> <li>• Evaluation guide, prepared by HUCAP with input from SMUs.</li> <li>• Communication plan of the campaign, prepared by COM with input from HUCAP and SMUs.</li> </ul> <p>1.4 ED approves the call for expressions of interest.</p> <p>1.5 HUCAP ensures the translation of the call in all EU official languages, in collaboration with FIN.</p> <p>1.6 Before the publication of the call, HUCAP ensures that the criteria and the expertise required are shared with the MS.</p> <p>1.7 HUCAP ensures the publication of the call in the Official Journal of the EU and on the EFSA website.</p> <p>1.8 COM, HUCAP and other SMUs implement the communication plan. MS promote and disseminate the call.</p> <p>1.9 During the selection procedure, if it is found that there are not sufficient candidates (in terms of number and/or required expertise), the ED may decide to reopen the call for an additional period of submission of applications. In such case, the steps 1.8 onwards should be followed.</p>
<b>Step 2</b>	2.0 Draft list of suitable candidates
<p>2.1 EMC Chair, SMUs, HUCAP</p> <p>2.2 Evaluators, HUCAP</p> <p>2.3 Evaluators, HUCAP, SMUs</p> <p>2.4 Evaluators</p> <p>2.5 EMC Chair</p>	<p>2.1 Prior to the deadline for submission of applications, the EMC Chair endorses the evaluation guide and appoints the list of Evaluators, on the basis of a proposal from the SMUs and HUCAP.</p> <p>2.2 Following their appointment, the Evaluators sign a Declaration on absence of conflict of interest and confidentiality.</p> <p>2.3 Evaluators are provided with the evaluation guide and instructions on how to perform the assessment of applications.</p> <p>2.4 Once the deadline for submission of applications expires, the Evaluators assess the applications.</p> <p>2.5 EMC Chair endorses the outcome(s) of the assessment of applications carried out by the evaluators and indicates which candidates reached the minimum cut-off score, as specified in the call, for placement on the draft list of suitable candidates.</p>
<b>STEP 3</b>	3.0 Analysis for SP/SC memberships
<p>3.1 SMUs</p> <p>3.2 SMUs, LA</p> <p>3.3 SMUs</p> <p>3.4 EMC Chair</p> <p>3.5 HUCAP, SMUs</p>	<p>3.1 Candidates identified in accordance to step 2.5 as reaching the minimum cut-off score are further analysed and mapped by the SMUs for the evidence of specific expertise and competencies needed in the relevant SP/SC.</p> <p>3.2 SMUs request candidates that possess the most appropriate competencies and expertise in relation to a specific SP/SC to submit a DoI. The submitted DoIs are assessed and validated in accordance with EFSA's Policy on Independence and rules in force at the time when the screening takes place. Only experts with a</p>



3.6 ED 3.7 ED	<p>DoI compatible with EFSA's Independence policy and rules are further considered for membership.</p> <p>3.3 When considering candidates for memberships, the following factors are taken into account by SMUs:</p> <ul style="list-style-type: none"> <li>the candidate's preference for a SP/SC;</li> <li>the candidate's competencies and expertise in relation to the needs of a specific SP/SC;</li> <li>the candidate's independence and absence of conflict of interests;</li> <li>broad geographical representation;</li> <li>balance on gender.</li> </ul> <p>3.4 The EMC Chair endorses the proposal for SP/SC memberships, on the basis of the considerations made at step 3.3.</p> <p>3.5 HUCAP prepares the following documentation:</p> <ul style="list-style-type: none"> <li>the selection procedure report,</li> <li>the proposal for a draft list of suitable candidates,</li> <li>the indication on the specific multidisciplinary expertise needed in the SP/SC and the proposal for SP/SC memberships,</li> <li>the proposal for a draft reserve list.</li> </ul> <p>3.6 ED reviews and approves the documentation indicated at step 3.5, drawing-up the draft list of suitable candidates.</p> <p>3.7 ED shares with MB the documentation referred to at step 3.6.</p>
<b>STEP 4</b>	4.0 Appointment of members of SC/SP
4.1 MB 4.2 MB 4.3 HUCAP	<p>4.1 MB appoints the members of the SC who are not members of the SP and the members of the SP.</p> <p>4.2 MB establishes a reserve list consisting of the candidates from the draft list of suitable candidates who have not been appointed as members of SP/SC.</p> <p>4.3 HUCAP invites the appointed experts to become members of SC/SP and notifies all the other candidates of the outcome of their application.</p>
<b>STEP 5</b>	5.0 Replacing/increasing the number of members of SP/SC
5.1 SMU, HUCAP 5.2 SMU 5.3 ED 5.4 HUCAP, ED, MB	<p>5.1 When there is the need to replace or increase the number of SP/SC members, the relevant SMU informs HUCAP.</p> <p>5.2 The SMU screens the reserve list in view of identifying the candidate(s) with the competencies and expertise matching the scientific needs.</p> <p>5.3 In case the reserve list does not include candidates with an appropriate scientific profile, the ED may decide to launch a dedicated call for scientific experts with the required profile. In such case, the process is initiated with Step 1.</p> <p>5.4 The proposal for appointment prepared by HUCAP, is approved by ED who shares it with MB. Further on, step 4 is applied.</p>
	Following SOPs in the process: n/a